

Common Responsibilities Checklist

Activation Phase Actions

- ☐ Receives SECC assignment from SECC IC, including:
 - ✧ Job assignment.
 - ✧ Position Checklist
 - ✧ Resource Order number and request number.
 - ✧ SECC Time Report booklet and instruction for use.
 - ✧ Reporting location if different than SECC.
 - ✧ Reporting time.
 - ✧ Travel Instructions if applicable.
 - ✧ Any special instructions.
- ☐ Check in with the Resources Unit (Planning Section).
- ☐ Receive briefing from immediate supervisor.
- ☐ Set up your workstation, review your position responsibilities and acquire working materials.
- ☐ Establish and maintain a unit log that chronologically describes your actions taken during your shift.
- ☐ Maintain SECC Time Record.
- ☐ Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.

Demobilization Phase Actions

- ☐ Respond to demobilization orders and brief subordinates regarding demobilization.
- ☐ Deactivate your assigned position and close out logs when authorized by the SECC IC.
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning/Intelligence Section, as appropriate, prior to your departure.
- ☐ Be prepared to provide input to the after-action report.
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- ☐ Clean up your work area before you leave.
- ☐ Leave a forwarding phone number where you can be reached.
- ☐ Turn in assigned equipment.
- ☐ Complete demob checkout form.